

REFERRAL AND SELECTION REGISTER For use of this form, see AR 690-300, Chapter 335; the proponent agency is DCSPER.		DATE OF PREPARATION
PART I - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE		
1. POSITION TO BE FILLED <i>(Title, series, grade, and organization)</i>		
2. ANNOUNCEMENT NO. AND DATE	3. AREA OF CONSIDERATION IF OTHER THAN ACTIVITY WIDE	
4. TOTAL NUMBER OF ELIGIBLE CANDIDATES	5. EVALUATION AND RANKING a. RATERS: b. CIVILIAN PERSONNEL OFFICE ADVISOR:	
6. TO THE SELECTING SUPERVISOR: <p>Persons listed below are best qualified among all eligible candidates for the position shown in Item 1. This group was identified after thorough evaluation and comparison of candidates' qualifications against Office of Personnel Management standards and other job-related factors. You are requested to consider the attached data regarding each candidate together with the provisions of AR 690-300, Chapter 335, paragraph 1-4, Requirement 4, subparagraph b, and indicate your selection in Part II below. Additional information will be furnished and arrangements for interviewing candidates will be made by the undersigned upon your request. Please return this form not later than _____.</p> <p style="text-align: center;"><i>NOTE: Selection of a relative is in violation of 5 U.S.C. 3110. If you are related to any of the candidates, immediately contact the Civilian Personnel Office.</i></p>		
NAMES OF BEST QUALIFIED CANDIDATES	PRESENT POSITION TITLE, SERIES, AND GRADE	
TYPED NAME, TELEPHONE EXTENSION, AND SIGNATURE OF CIVILIAN PERSONNEL OFFICE REPRESENTATIVE		
PART II - TO BE COMPLETED BY SELECTING SUPERVISOR		
7. TO THE CIVILIAN PERSONNEL OFFICER:		
I HAVE CONSIDERED ALL OF THE ABOVE CANDIDATES ON THE BASIS OF THE FOLLOWING MERIT FACTORS: I HAVE SELECTED: I CHOSE THE SELECTED CANDIDATE(S) FOR THE FOLLOWING REASONS AS RELATED TO THE ABOVE FACTORS:		
DATE	TYPED NAME AND SIGNATURE OF SELECTING SUPERVISOR	8. <i>FOR CPO USE</i>
		PERSONNEL ACTION EFFECTIVE DATE